



CITY OF HOUSTON

Job Posting

1	LM	Applications accepted from:	ALL PERSONS INTERESTED
2		Job Classification	TECHNICAL HARDWARE ANALYST I
3		Posting Number	PN# 109478
4		Department	Department of Public Works & Engineering
5		Division	Resource Management
6		Section	Information Technology
7		Reporting Location	611 Walker *
8		Workdays & Hours	M - F, 8 a.m. – 5 p.m.*
*Subject to change			
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Performs skilled technical work in the installation, operation, maintenance, and repair of computer hardware, software, and Local Area Network (LAN) communications. Installs and maintains data communication networks or microprocessor-based process personal computer equipment. Oversees daily operation of host computer. Assists in the diagnosis of data communication system failures, and communicates and coordinates with supervisor to solve problems with various types of data communications facilities. Trains personnel on computer capabilities and technical procedures. Responds to complaints and inquiries relating to hardware and data communication problems. Repairs and trouble-shoots components of computer systems or Local Area Networks. Performs other duties as assigned.		
10	<u>WORKING CONDITIONS</u> This position routinely requires lifting of moderately heavy items (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.		
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires an Associate's degree in a computer science, instrumentation, or electronics discipline or the equivalent, such as certification in a technical/specialty program of up to three (3) years in duration.		
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> One (1) year of experience in the installation, operation and/or maintenance of a computerized data network or industrial control system is required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.		
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).		
14	<u>PREFERENCES</u> Basic Microsoft Windows NT, 2000, XP, strong helpdesk and customer service experience preferred.		
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None However, the Department may administer a skill assessment evaluation.		
16	<u>SAFETY IMPACT POSITION</u> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.		
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: Salary Range - Pay Grade 17 \$992 - \$1,404 Biweekly - \$25,792 - \$36,504 Annually		
18	<u>OPENING DATE</u> March 22, 2006		
19	<u>CLOSING DATE</u> March 28, 2006		
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0571. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.		
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